

Susan Moore

Office Administrator

Office Administrator with 7 years supporting professional service firms and growing engineering teams. Trusted to keep the front office calm, vendors paid on time, and leadership calendars accurate to the minute.

CONTACT INFORMATION



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Raleigh, NC 12345

EDUCATION

A.A.S. Business Administration,
Wake Technical Community
College, 2018

Notary Public, State of North
Carolina (current)

KEY SKILLS

- Microsoft 365 (Outlook, Excel, SharePoint, Teams)
- Calendar and travel management
- Vendor and contract coordination
- Accounts payable and expense reports
- Concur, QuickBooks Online, DocuSign
- Visitor management (Envoy)
- Office moves and space planning
- New hire onboarding logistics

PROFESSIONAL EXPERIENCE

OFFICE ADMINISTRATOR | NORTHBEAM ENGINEERING PARTNERS, RALEIGH, NC

2021 – PRESENT

- Manage daily operations for a 48-person office across two floors, including reception, mail, supplies, and visitor coordination.
- Renegotiated janitorial and coffee service contracts, trimming annual facilities spend by \$17,400 without changing vendors.
- Own calendars and travel for 3 principals; built a shared booking guide that cut back-and-forth emails for trip planning.
- Onboarded 22 new hires in 2023, prepping desks, badges, and IT tickets so day-one setup was ready before arrival.
- Lead the safety committee and run monthly drills; passed the last fire marshal inspection with zero findings.

ADMINISTRATIVE COORDINATOR | HALVERSON & BECK CPAS, CARY, NC

2018 – 2021

- Coordinated tax season logistics for 9 accountants, including client intake scheduling and signed-document tracking.
- Rebuilt the filing taxonomy in SharePoint so partners could find prior-year returns in under a minute.
- Processed accounts payable for the firm, averaging 60 invoices a week with no late fees during tenure.
- Trained two seasonal admins each year on phones, e-signature tools, and client confidentiality protocols.